

**CITY OF EL PASO, TEXAS**  
**AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** MUNICIPAL CLERK  
**AGENDA DATE:** JUNE 14, 2005  
**CONTACT PERSON/PHONE:** RICHARDA DUFFY MOMSEN, (915) 541-4127  
**DISTRICT(S) AFFECTED:** ALL

**SUBJECT:**

**APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.**

Resolution adopting the Rules of Order for City Council meetings.

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**BACKGROUND / DISCUSSION:**

**Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?**

Section 3.5B of the City Charter states: "At the beginning of each term the Council shall adopt rules of order, and should the Council fail to do this, then **Roberts Rules of Order, Revised**, shall control until such time as the Council adopts some other rules of order." Thus, the Charter requires the Council to adopt rules of order at the June 14, 2005 meeting.

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**PRIOR COUNCIL ACTION:**

**Has the Council previously considered this item or a closely related one?**

Yes, at the beginning of the new Council's terms of office.

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**AMOUNT AND SOURCE OF FUNDING:**

**How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?**

N/A

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**BOARD / COMMISSION ACTION:**

**Enter appropriate comments or N/A**

N/A

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\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**DEPARTMENT HEAD:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)  
*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:** \_\_\_\_\_

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_